

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
PROGRAM SUPPORT BUREAU – MHSA IMPLEMENTATION AND OUTCOMES DIVISION**

VACANCY ANNOUNCEMENT

Mental Health Services Coordinator II

**THIS IS NOT AN OFFICIAL EXAMINATION
RESTRICTED TO PERMANENT EMPLOYEES OF THE DEPARTMENT OF MENTAL HEALTH ONLY**

The Program Support Bureau is seeking a qualified mental health professional to fill a vacant Mental Health Services Coordinator II (MHSC II) position in the Mental Health Services Act (MHSA) Implementation and Outcomes Division. This person will be a part of a multi-disciplinary team focusing on the evaluation of MHSA programs funded under the Prevention and Early Intervention (PEI) Plan. The MHSC II will partner with PEI Administration, Age-group leads and Evidence Based Practice (EBP*) leads to provide consultation and training to program staff of directly operated clinics and contract providers on outcome data collection consistent with the MHSA PEI guidelines.

EXAMPLES OF DUTIES:

- Assist in identifying training needs, developing training materials and providing training on the administration and interpretation of outcome measures for PEI EBPs*.
- Provide technical assistance, consultation, training and monitoring of outcomes data.
- Plan, coordinate and facilitate learning collaboratives for providers regarding the utilization of MHSA PEI outcomes reports to help guide treatment decisions.
- Work with multidisciplinary team to compile and analyze reports, and write reports to provide contract providers and directly operated clinics feedback regarding performance outcomes for PEI EBPs*.
- Assist Service Area PEI staff and PEI Administration with review of data about the EBPs* to aid in evaluating progress of program implementation.
- Work with multidisciplinary team to review data collected in the PEI Outcome Measures Application (PEIOMA) for errors and data validation.
- Communicate with PEI Providers about EBP* data collections, needed corrections, and track the progress of error correction.
- Complete special projects as assigned by Supervising Psychologist, District Chief and Program Head.

DESIRABLE QUALIFICATIONS:

- Knowledge of MHSA PEI and Evidence Based Practices;
- Outstanding oral and written communication skills;
- Strong interpersonal skills, including the ability to train and provide technical assistance to providers and Department staff on the use of outcome measures and reports;
- Outstanding attention to details;
- Strong organizational skills and ability to prioritize projects;
- Proficiency in working with data analysis programs like Excel and Access.

* “EBPs” is used to refer to Evidence Based Practices, Promising Practices (PP), and Community Defined Evidence (CDE) practices.

Interested individuals currently holding the title of the Mental Health Services Coordinator II, or Mental Health Services Coordinator I on an eligible list, are encouraged to submit their resume, last two Performance Evaluations, and master time card for review and consideration no later than Friday, November 30, 2012 to:

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AN EQUAL OPPORTUNITY EMPLOYER